



1 PROJECT DESCRIPTION

Describe Project and Work in Right of Way

Address Number

Street Name

Other Landmarks Nearby

2 WORK DESCRIPTION

Desired Start Date

Total Square Footage of project Area (if applicable)

Desired End Date

Business Amenities

- ☐ Merchandise on Sidewalks
- ☐ Sidewalk Cafés
- ☐ Tables and Chairs
- ☐ Street Decorations, Planters, Benches

Requirement for permit

- Site Plan
- Certificate of Insurance
- Sidewalk cafés require additional documents
- Maintenance Schedule

Signs and Graphics

- ☐ Signs/Graphics
- ☐ Pole Banner, Events
- ☐ Pole Banner, Identification
- ☐ Wayfinding Sign

Requirement for permit

- Site Plan or Pole Map
- Elevation
- Design Proof
- Maintenance Schedule

Shelter

- ☐ Structures and Overhangs
- ☐ Fences, Rockeries, Walls
- ☐ Street Decorations, Planters, Benches

Requirement for permit

- Site Plan
- Elevation
- Cross Section
- Maintenance Schedule

Traffic Calming

- ☐ Crosswalk
- ☐ Bulbouts
- ☐ Traffic Circle
- ☐ Planting; trees, shrubs, flower
- ☐ Lane Augmentation

Requirement for permit

- Site Plan
- Materials List
- Maintenance Schedule

Activities and Street Closures

- ☐ Street Barricading, Special Activities
- ☐ Farmers' Markets
- ☐ Festival Street
- ☐ Pop-up Plaza

Requirement for permit

- Site Plan
- Proof of Neighbor Notification
- Certificate of Insurance
- Maintenance Schedule

Parklet	Requirement for permit
<input type="checkbox"/> Parklet <input type="checkbox"/> Dog Play <input type="checkbox"/> Stage	<ul style="list-style-type: none"> • Site Plan • Elevation • Cross Section • Maintenance Schedule
Other	Requirement for permit
	<ul style="list-style-type: none"> • Requirements vary

Additional Documents and Approvals That May Be Required:

- Construction Permit
- Bond
- Indemnity Agreement
- Proof of Insurance
- Metro Planning Department Approval
- Historic Approval
- Metro Arts Approval
- Parks Approval
- SEPA Review
- Holiday Moratorium Exception Request
- Traffic Control Plan
- Concept Plans
- Public Notice Contact List
- Other Department Review/Approval

4 AREA(S) REQUESTED FOR USE

(Check all that apply)

- ☐ Sidewalk
 ☐ Travel Lane
- ☐ Parking Lane
 ☐ Alley
- ☐ Bike Lane
 ☐ Unimproved Right of Way
- ☐ Other:

Neighborhood Group or Organization Sponsoring Event/Project

Primary Contact:

Name

Email

Phone

We have notified our neighbors of this event ☐ Yes ☐ No

Notification Method

5 APPROVAL

For Metro Nashville Public Works Use

Approved by: _____ Additional Comments:

Position: _____

Signature: _____